



# Memorandum

**TO:** Historic Landmarks Commission

**FROM:** Courtney Damkroger

**SUBJECT: Commission Review of Environmental Documents**     **DATE: May 28, 2002**

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**APPROVED:**

**DATE:**

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The following is proposed for discussion to ensure timely Historic Landmarks Commission review of environmental documents, particularly Environmental Impact Reports (EIRs).

Historic Landmarks Commission Review of environmental documents:

- Historic Landmark Commission members shall be placed on the distribution list EIRs where historic archeology or historic resources are present.
- Historic Landmark Commission members shall be notified by email or by facsimile of Negative Declarations where historic archeology or historic resources are present.
- Historic preservation staff shall notify the Historic Landmarks Commission at the next scheduled HLC meeting when reviewing an Administrative Draft of an EIR.
- The Department of Planning, Building and Code Enforcement is currently working to provide technical appendices on the environmental site of the department's web page.
- When technical appendices are available on the web site Planning staff and the HLC will revisit the distribution policy. Once all documents are available on line Planning staff and the HLC will discuss a notification system for Commission members so that they can access the full document on line.

Courtney Damkroger  
Historic Preservation Officer

Attachments

C: Ron Eddow, PBCE

Historic Landmarks Commission

April 3, 2002

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